

## External Library Membership

University of Gloucestershire library can be used by members of the public for reference purposes but to borrow books you will need to become a member.

External library membership is available to readers who have an interest in the book collections held at FCH, Oxstalls and Park campus libraries. Various types of membership, at various prices (see table below) are available to meet the needs of external readers.

### Who can join?

Typically, independent scholars, local professionals, local residents, and former students and staff of the University can apply to become individual members. Educational, religious, charitable and business organisations can apply to become corporate members.

### How many items can I borrow?

- Individual members: up to 5 items at any one time
- Corporate members: up to 15 items at any one time

### What other services are available to me?

- You can use the library's self-issue terminals when you borrow books.
- You can access the Internet and some online resources.
- The library's automatic renewal system will notify you by email when items need to be returned.
- You can use the library's photocopiers and printers once you have set up an account.
- You will have out-of-hours use of the library using your ID card for door-swipe access.
- You can use the library's inter-library loan service to borrow items not in the library's collection (see charges below).

### How long is the membership?

- One calendar year (renewable)

### How much does membership cost?

- Individuals: £50.00
- Graduates and former staff of the University of Gloucestershire: £35.00
- Local businesses: £120.00
- Local schools, charities and churches: £70.00

### Regulations

- These memberships relate to library services and facilities and do not entitle you to other university facilities or benefits.
- It is essential to read the Library Guidelines and Regulations document: <http://www.glos.ac.uk/life/libraries/pages/libraries-guidelines-and-regulations.aspx> and the ICT Acceptable Use Policy <http://www.glos.ac.uk/docs/download/Key/itaup-22-02-18.pdf>. By joining the library you agree to abide by these regulations. You also agree to abide by and to observe copyright licensing laws.

# IT and Library

The table below gives an overview of the different types of external membership available and the user entitlements that come with them.

## External Library Membership: types, borrowing entitlements and costs

Type of member	Available to	Proof of ID	Loans entitlement	Inter-library loan	Internet access	Print	Copy	Wi-fi
<b>Individual membership</b>	Individual members of the public: annual charge of £50.00		5 items (excludes holds)	£13.30 per request	Yes	Yes	Yes	No
<b>Former UOG membership</b>	UoG graduates  Former UoG employees annual charge of £35	Award certificate: copy required  Letter of appointment: copy required	5 items (excludes holds)	£13.30 per request	Yes	Yes	Yes	No
<b>Corporate membership (businesses)</b>	Corporate businesses: annual charge of £120		15 items (excludes holds)	£13.30 per request	Yes	Yes	Yes	No
<b>Corporate membership (schools &amp; charities)</b>	Schools, charities, churches: annual charge of £70		15 items (excludes holds)	£13.30 per request	Yes	Yes	Yes	No
<b>Reference only</b>	Members of the public may use the library for reference and study purposes	Visitors are asked to report to the library helpdesk on first visit	Reference use only	None	No	No	No	No

## Campus library subject collections

The University of Gloucestershire library consists of three campus libraries: Francis Close Hall and Park are in Cheltenham, and Oxstalls is in Gloucester. The campus libraries support courses based at those campuses. Your subject interest is likely to decide which campus library you will mainly use, although your membership is valid for all three. Broadly, the subjects located at each campus are as follows (there is some overlap):

Oxstalls	FCH	The Park
Drama & Performing Arts Hospitality, Tourism & Events Sport & Exercise Accounting & Finance Business Studies Computing & IT Journalism Law Marketing Music	Advertising Art & Design Biology Criminology Education & Learning English Language & Literature Creative Writing Fashion Geography Health & Social Care History Religion, Philosophy & Ethics Landscape Architecture Photography Psychology Sociology Youth Work	Accounting & Finance Business Studies Computing & IT Journalism Law Marketing Music & Media

# IT and Library

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## Campus library addresses

<b>Oxstalls</b> Oxstalls Lane Longlevens Gloucester GL2 9HW	<b>Francis Close Hall</b> Swindon Road Cheltenham Gloucestershire GL50 4AZ	<b>The Park</b> Cheltenham Gloucestershire GL50 2RH
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## Library opening times

### Term Time

Monday – Thursday	08:00 – 20:00 Self-service after 20:00 using your swipe card
Friday	08:00 – 17:00 Self-service after 17:00 using your swipe card
Saturday – Sunday	11:00 – 18:00

### Vacation

Vacation opening hours are variable and can also vary between campus libraries. They are posted at IT & Library Helpzone desks in the weeks approaching vacation times.

## Applying for external library membership and further information

If you think an external membership is for you, please download a copy of the application form (see link on previous webpage). Fill in the form as fully as possible and return it to the address on the form. The appropriate payment will need to be received through the Online Store (instructions on application form) and any required proof of ID (see table above) received before the application can be processed.

If you are not sure whether external membership exactly fits your requirements, or whether some other form of access might be more suitable, please email your query to [libmemberships@glos.ac.uk](mailto:libmemberships@glos.ac.uk) or phone 01242 (71)4415.